

**Subject:** CPRA request (PALI.2019.04.19.b)  
**From:** [REDACTED]  
**Date:** 4/19/19, 6:17 PM  
**To:** "Pamela Magee" <pmagee@palihigh.org>

Good morning, Ms. Magee.

I would like to take a look at emails in the possession of any administrative staff (as defined on the attached list) which are to/from/cc/bcc Roya Saghabi from January 1, 2012 through March 29, 2019.

Please note that I need to see copies of the emails in native format as required by the CPRA at Section 6253.9(a)(1). Native formats for emails are MBOX, EML, or MSG. I also need to see all attachments to these emails in their native formats. Please note that when you provide emails in native format their attachments are automatically included in native format.

If you find it necessary to redact any of the emails, please note that both EML and MBOX are text formats. The files can be opened in any text editor, e.g. Notepad, and segregable exempt material can be redacted by replacing it with innocuous symbols, e.g. ++++++. Any other method of redaction destroys the essential character, i.e. the searchability and sortability, of the record and violates the CPRA at section 6253.9(a)(1). This method of redaction is probably easier for you as well since it allows for search and replace.

Finally, if you choose to withhold or redact any records responsive to this request, please take measures as you would under a standard litigation hold not to delete those records until we have settled any disputes over claimed exemptions to our mutual satisfaction. If there are any records which would be responsive but for the fact that you've chosen not to consider them to be public records for any reason, please inform me of their existence and retain those under the same terms.

Thanks!

[REDACTED]